



<b>Class Title</b>	<b>EMS Education Program Coordinator</b>
<b>Position Number</b>	<b>0447</b>
<b>Department</b>	<b>Fire/Emergency Medical Services</b>
<b>Division</b>	
<b>Supervised By</b>	<b>Fire/EMS Captain</b>

### **Nature of Work**

- Performs responsible professional work teaching and coordinating Emergency Medical Services (EMS) education programs; creates and presents lesson plans and tests that develop and enhance critical thinking and ensure skill competencies of students.

### **Primary Duties**

- Organizes, builds, and directs EMS clinical and internship education component; registers and advises students; gathers data, compiles information, and prepares required reports.
- Ensures all classroom and clinical opportunities are in compliance with National Registry and state requirements; ensures compliance with the Virginia Office of Emergency Medical Services clinical accreditation standards; develops, implements and maintains student internship schedules; documents student learning, reports achievements and growth; performs bedside audits of clinical competencies.
- Develops comprehensive certificate programs to serve needs in emergency services fields; oversees off-site education programs; participates in the development of marketing materials such as course schedules, program brochures, fliers, ads, and other promotional materials.
- Serves as a resource to EMS providers, agencies, hospitals, civic or medical organizations, and local governments; develops and maintains effective coordination of communication among these groups.
- Performs other duties as required.

### **Job Preparation Needed**

- Any equivalent combination of the following providing necessary knowledge, skills, and abilities: associate's degree in health or instruction related field, bachelor's degree preferred; extensive field experience in emergency medical services; some experience developing education and training programs and successfully instructing students in traditional classroom setting and online.
- The following certifications are required:
  - Virginia State Paramedic or National Registry Paramedic Certification.
  - American Heart Association certification as Basic Life Support Provider, ACLS Provider/Instructor, PALS Provider/Instructor, and PHTLS Provider/Instructor.
  - Virginia EMS Educator Certification required within 12 months of hire.
- Must possess and maintain a valid Virginia Driver's License and have an acceptable driving record as determined by James City County.
- Knowledge of organizing, planning, coordinating, managing, and directing comprehensive education projects.
- Ability to communicate and work effectively with citizens, staff, and community organizations.

### **Post Offer Requirements**

- Criminal history and sex offender check
- Credential check
- Driving record check

**Introductory period:** 12 months.

### **Post Hire Requirements**

- Periodic driving record checks
- Must maintain all required certifications

### **Job Location and Conditions**

- Duties are performed primarily in an office setting and at various field locations throughout the County with frequent exposure to potentially hazardous physical stress, fire, adverse weather, and hazardous substances.
- Must have ability to travel among various work sites and to work hours outside the traditional work day.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- Operates equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to supervisor.
- May be required to report to work to serve customers during emergency conditions.



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**EMS Education Program Coordinator**  
**0446**  
**Fire/Emergency Medical Services**  
**Fire/EMS Captain**

### **General Aptitudes and Physical Requirements:**

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

### **Mental Abilities:**

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

### **Verbal Abilities:**

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees.
- Hearing/Listening: Must have ability to distinguish between different tones; communicate with County officials, public, vendors, supervisors, and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

### **Numerical:**

- Must have ability to mentally perform accurate two digit calculations; ability to perform accurate calculations aided by a calculator, adding machine or measurement device.

### **Spatial Abilities:**

- Must have ability to comprehend forms in space and understand relationships of plane and solid objects. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

### **Manual Dexterity:**

- Must have ability to use telephone, use radio/console, use calculator, use copy machines, use fax machine, use hand tools, and manipulate computer keyboard and mouse.

### **Finger Dexterity**

- Must have the ability to use and manipulate small objects such as IV needles, intubation equipment, etc.

### **Physical Demands:**

- Strength: Must have ability to occasionally lift, push/pull, and hold/carry 75-100 lbs.
- Climbing: Must have ability to climb step stool.
- Standing, sitting, walking, running: Must have ability to: frequently (3-5 hours/day) stand, frequently (1-3 hours/day) walk, frequently (7-9 hours/day) sit. Running is not essential to job. Must be able to walk over flat and rough terrain.
- Stooping, kneeling, crouching, and/or crawling: Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees 0-5 times per day.
- Reaching, handling, fingering, and/or feeling: Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands 0-5 times per day.
- Seeing: Must have ability for depth perception, color perception, focus, night vision, and peripheral vision.

### **Driving:**

- Must have ability to drive automatic transmission: car and small truck.